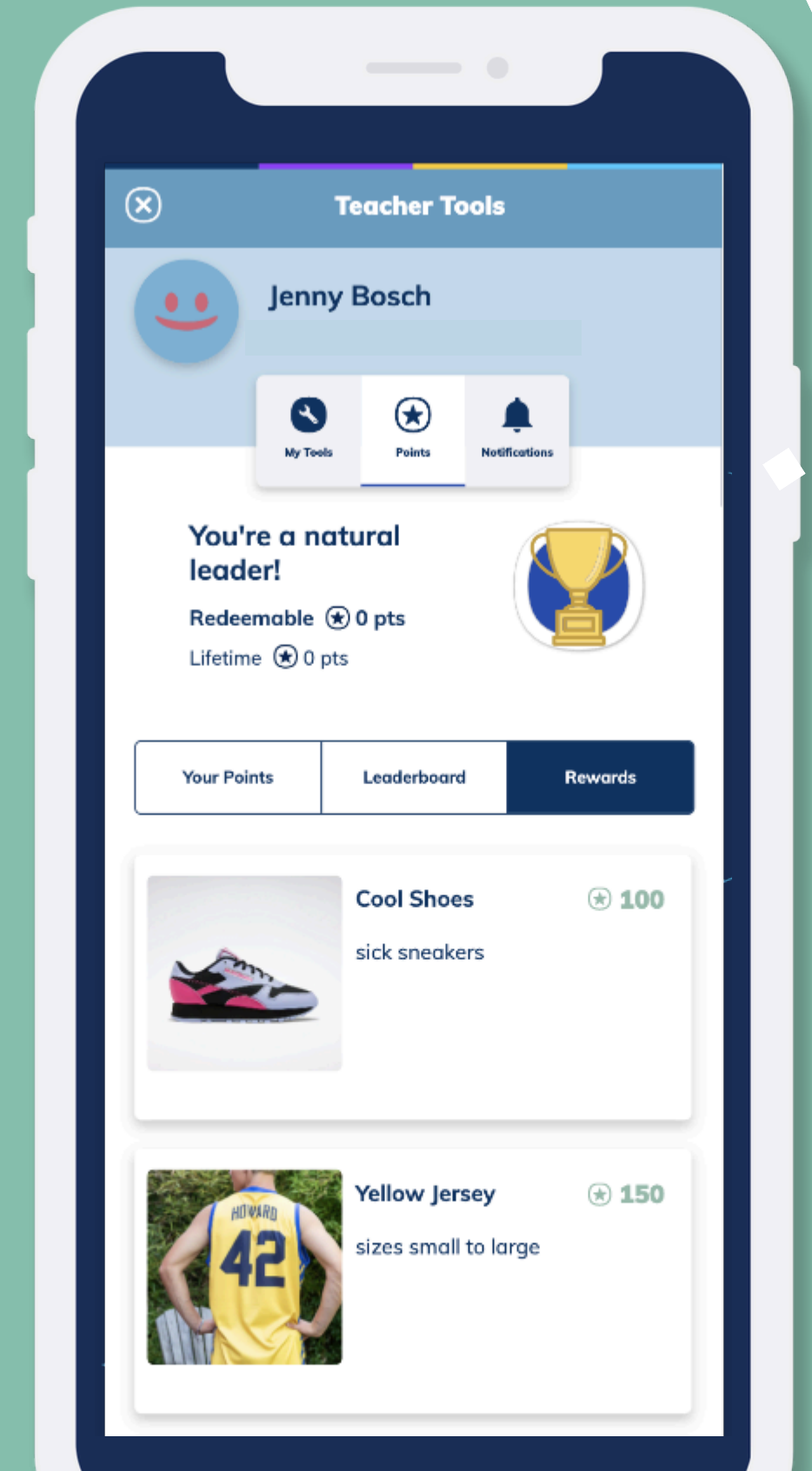




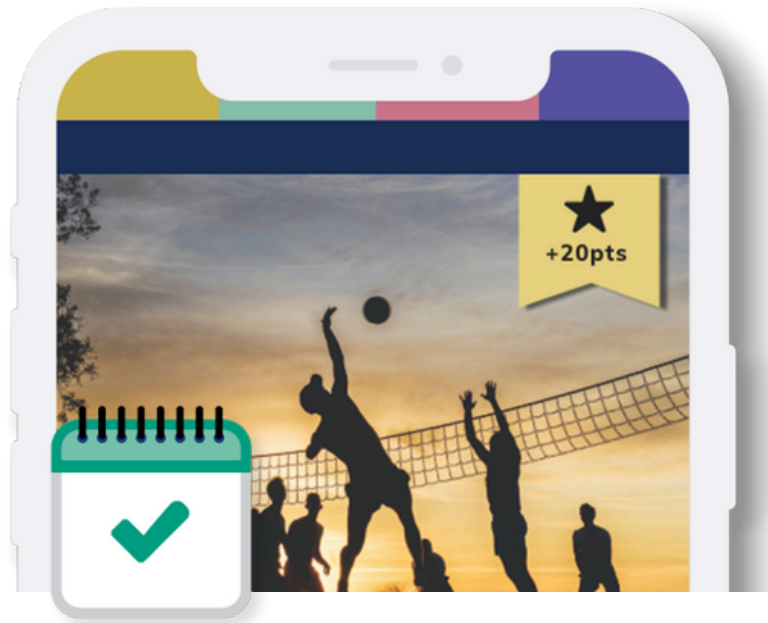
Manage Your Points & Rewards Program with Minga

A quick guide for school administrators on setting up and managing your points and rewards program with Minga.

MINGA 7.0



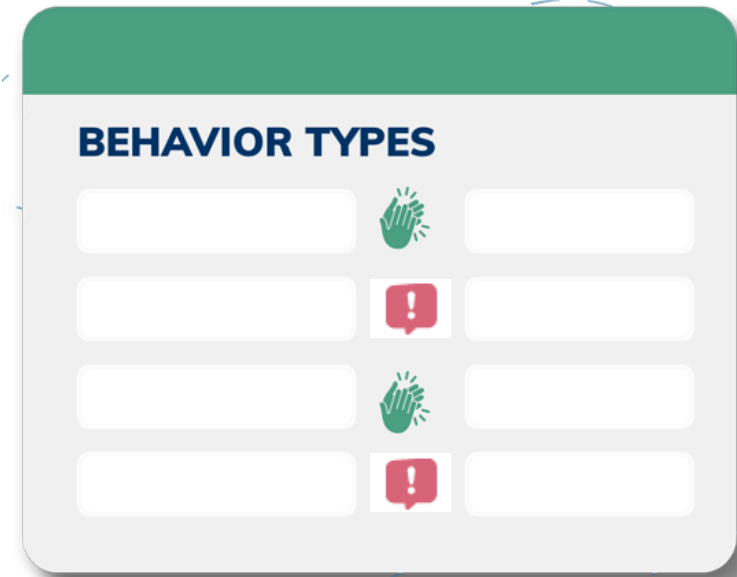
Steps for a successful points and rewards program



ENGAGEMENT

Bring your community together with events, polls & challenges available to all.

School Participation



BEHAVIORS

Recognize students and their behavior through creating & assigning **Praise** behaviors.

Behaviors



TEAMS

Create teams and see their progress on the leaderboard!

This Guide



REWARDS

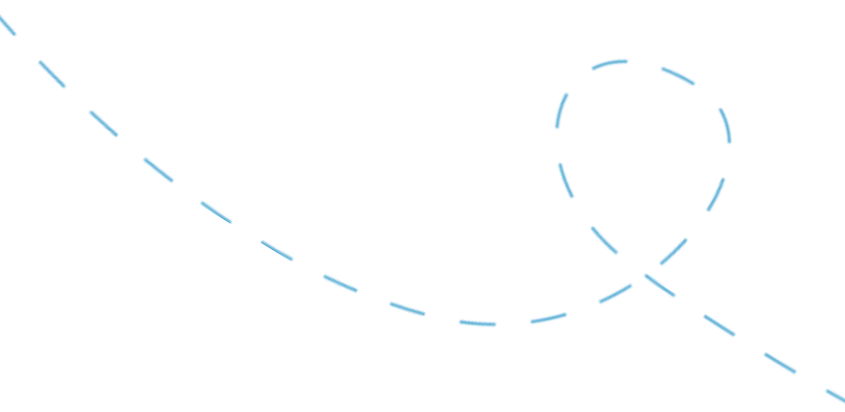
Record participation and reward students with redeemable points.

Points and rewards are integral to school participation

Establishing a points and rewards program for students will encourage them to improve their academic performance, and the attainment of awards will foster a stronger sense of participation and community towards your school.

The more students strive towards rewards, the more likely they are to develop good behaviors without even realizing it.

Rewards lead to renewed interest which in turn increases effort and results.



Step 1

Enable your points, rewards and leaderboard settings

To begin implementing your points and rewards program in Minga the first thing you will want to do is enable the leaderboard, enable rewards and decide who can manage points and rewards in the settings tab of Points Manager.



You can add Points Managers which allows them to update and create teams, access reporting, update and give rewards and access the dashboard.



Points

[Teams](#)[Reports](#)[Rewards](#)[Settings](#)

Permissions Settings

Teachers can manage points [?](#)



Staff can manage points [?](#)



Points Manager List [?](#)



Point Report Viewers [?](#)



Leaderboard Settings

Enable leaderboard



Show individual points on leaderboard



Show team points on leaderboard



Rewards Settings

Enable rewards



Teachers can manage rewards



Staff can manage rewards



Step 2

Set up your teams and view their progress on the Leaderboard

Ignite school spirit on campus by creating teams in Points Manager to promote participation and create healthy competition in your school community.

You can view their progress on the Leaderboard located in My Tools > Points > Leaderboard.

The image displays two screenshots from the Points Manager application. The top screenshot shows the 'My Tools' navigation menu with 'Points' selected. Below the menu, there are tabs for 'My Points', 'Leaderboard', and 'Rewards', with 'Leaderboard' being the active tab. There are also dropdown menus for 'Select Period' (set to 'This Month') and 'Select Type' (set to 'Teams'). An 'Export' button is visible. The main content area shows a partial view of a leaderboard with three teams: Hufflepuff (92 points), Gryffindor (70 points), and Slytherin (-51 points). The bottom screenshot shows the 'Points' management interface with the 'Teams' tab selected. It features a 'Create School Team' button and a table listing existing teams.

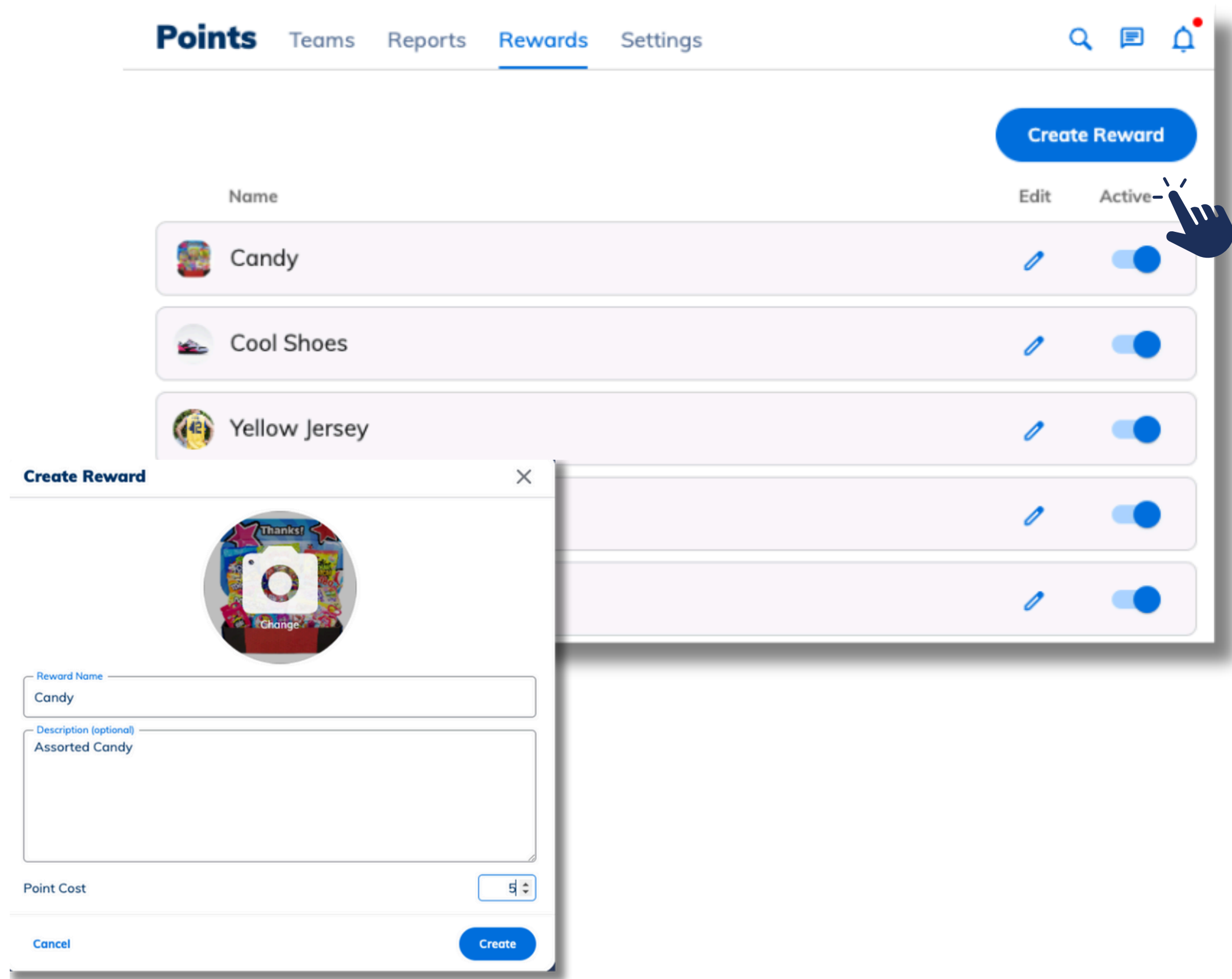
| Name | Manage Members | Edit | Active |
|------------|----------------|------|-------------------------------------|
| Hufflepuff | 6 | | <input checked="" type="checkbox"/> |
| Ravenclaw | 7 | | <input checked="" type="checkbox"/> |
| Slytherin | 7 | | <input checked="" type="checkbox"/> |

Step 3









Create rewards

Creating rewards in Minga allows for rewards or prizes that students can redeem points for.

Created rewards appear in Minga which allow points managers to have a place to create a rewards inventory with each item having their own 'Points Cost'.



The screenshot displays the 'Points' management interface. At the top, there are navigation tabs for 'Points', 'Teams', 'Reports', 'Rewards', and 'Settings'. A 'Create Reward' button is located in the top right corner. Below the navigation is a table listing existing rewards:

| Name | Edit | Active |
|---|---|-------------------------------------|
|  Candy |  | <input checked="" type="checkbox"/> |
|  Cool Shoes |  | <input checked="" type="checkbox"/> |
|  Yellow Jersey |  | <input checked="" type="checkbox"/> |
| |  | <input checked="" type="checkbox"/> |
| |  | <input checked="" type="checkbox"/> |

The 'Create Reward' modal window is open, showing the following fields:

- Reward Name:** Candy
- Description (optional):** Assorted Candy
- Point Cost:** 5

Buttons for 'Cancel' and 'Create' are at the bottom of the modal. A hand cursor is pointing at the 'Active' toggle in the table above.

Step 4

View and redeem rewards

Points earned within Minga can be redeemed for rewards to provide incentives for participation, engagement and positive behaviors.

Teachers and Staff can view rewards available in their My Tools by clicking on Points then the Rewards tab.

Points Managers have the ability to redeem points for students under 'Redeem Points' located in My Tools. This allows for a student to choose a reward and redeem their points to 'pay' for the reward.

BEHAVIOR & REWARDS

- Assign a Praise
- Assign a Guidance
- Assign a Consequence
- Redeem Points
- Manage Points

My Tools | My Class | Points | Notifications | Preferences

My Points | Leaderboard | Rewards

Redeem Points

Name: **Matt Student**
ID Number: **600002400** | Grade: **9** | Available Points: **180**

Add To Cart

| Name | Price (points) | Quantity | Total |
|-------|----------------|----------|-------|
| Candy | 5 | 1 | 5 |

Total: 5

Cancel | Checkout

Redeem

Redeem

Redeem

Redeem



Step 5

Monitor your points program

Check the 'Points History' in the 'Reports' tab of Points Manager to see how well your points and rewards program is performing.

This report shows the points earned as a result of helpful behaviors and school participation. See which students are being recognized the most and which teachers and staff are the most engaged in the program.

| Name | ID Number | Assigned by | Reason | Points | Date | | |
|-----------------|-----------|-------------|------------------|--------|--------------|--|--|
| Camilla Student | 600000600 | Luis Lucio | Kindness | 5 | Dec 04, 2023 | | |
| Bonnie Student | — | Luis Lucio | Kindness | 5 | Dec 04, 2023 | | |
| Arham Student | 600000700 | Luis Lucio | Kindness | 5 | Dec 04, 2023 | | |
| Jeff Student | 600000500 | Automation | A Gold Star | 100 | Dec 04, 2023 | | |
| Jeff Student | 600000500 | Jeff Harris | Counsellor Visit | 100 | Dec 04, 2023 | | |

Step 5

Monitor your points program

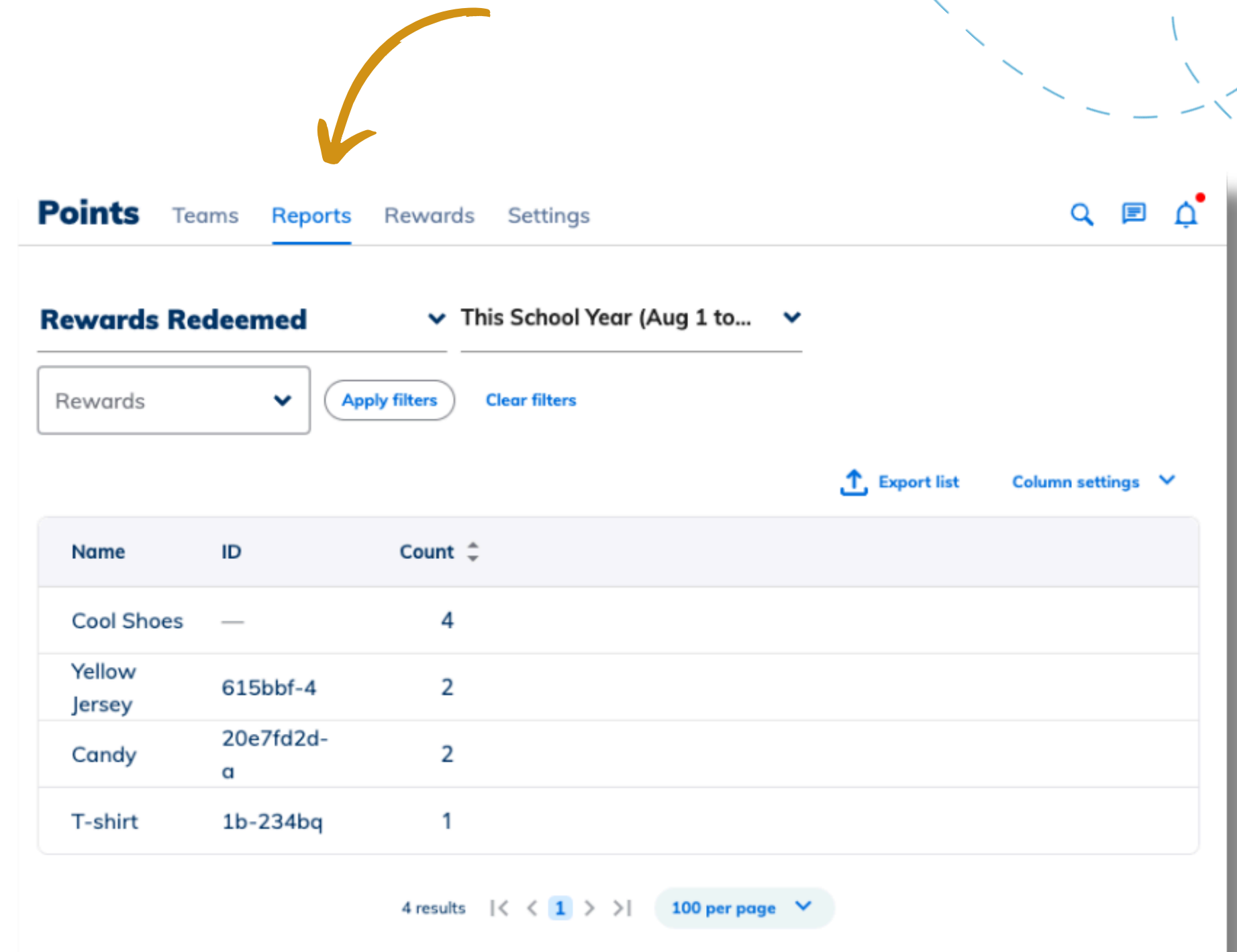
Points History Report

Check the 'Points History' in the 'Reports' tab of Points to see how well your points and rewards program is performing.

This report shows the points earned as a result of helpful behaviors and school participation. See which students are being recognized the most and which teachers and staff are the most engaged in the program.

Rewards Redeemed Report

Another report titled 'Rewards Redeemed' is also available from Points. This helps owners and managers see which rewards have been redeemed most frequently, indicating the popularity of each item.



The screenshot displays the 'Points' application interface. The navigation bar at the top includes 'Points', 'Teams', 'Reports', 'Rewards', and 'Settings'. The 'Reports' tab is selected, and a yellow arrow points to it. Below the navigation bar, the report title 'Rewards Redeemed' is shown, along with a date range filter 'This School Year (Aug 1 to...)'. A dropdown menu for 'Rewards' is set to 'Rewards', with 'Apply filters' and 'Clear filters' buttons. The report table has columns for 'Name', 'ID', and 'Count'. The table contains the following data:

| Name | ID | Count |
|---------------|------------|-------|
| Cool Shoes | — | 4 |
| Yellow Jersey | 615bbf-4 | 2 |
| Candy | 20e7fd2d-a | 2 |
| T-shirt | 1b-234bq | 1 |

At the bottom of the table, there are 'Export list' and 'Column settings' options. The pagination bar shows '4 results', a page indicator '1', and '100 per page'.

Minga Help Center

For any other support you need when setting up and using your Minga, please visit our Help Center and the knowledge base.

We host weekly training sessions on Zoom which are a great opportunity to get specific questions addressed in person. We encourage you to attend!

Visit Help Center

